April

Construction Safety Week (1st)

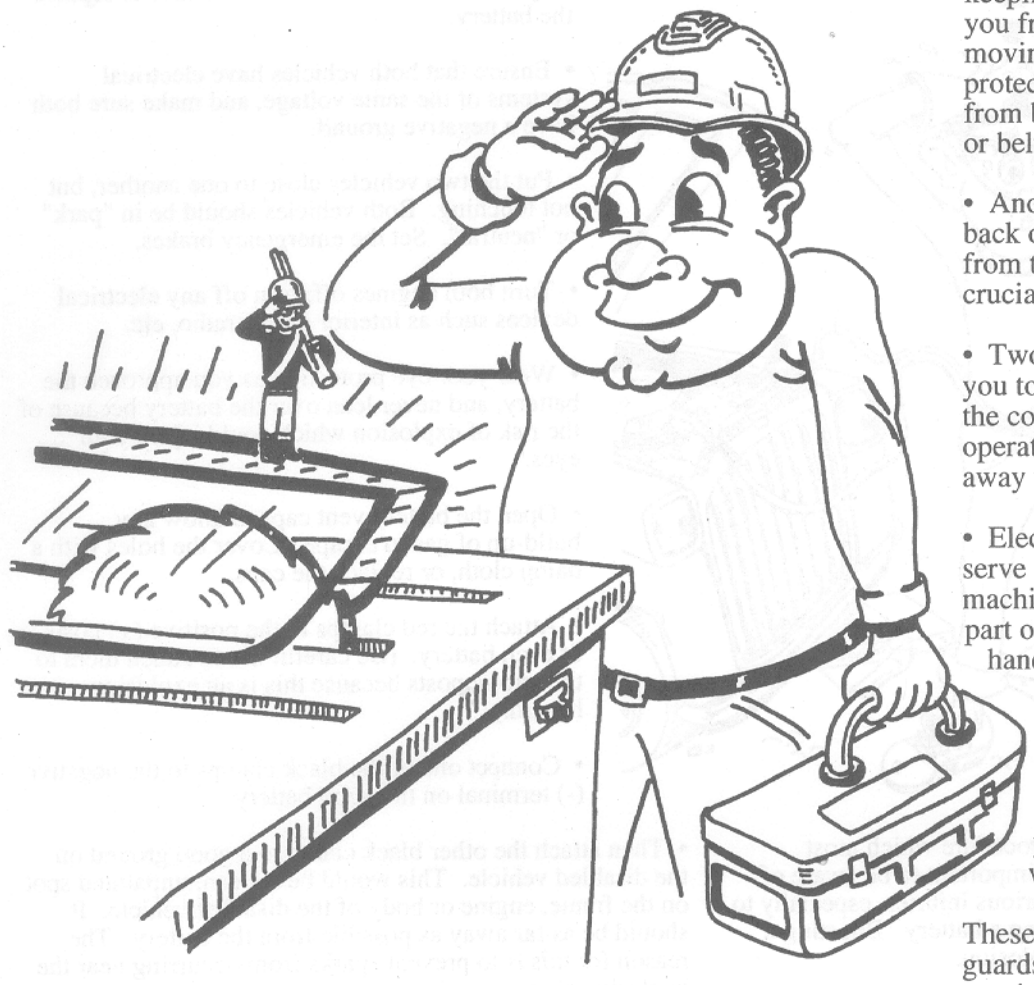
Bicycle Safety Week (3rd)

Pedestrian Safety

Spring Clean-up/beautification Month

Powered Lawn & Garden Equipment Safety

Machine Guards Are On Your Side



No matter how good you are at your work, there is a chance that someday you will make a wrong move. It could be for just a second — putting your hand in front of a blade or under a punch, or stepping too close to a conveyor.

That's where machine guards come in. They protect you against the day when you make one small wrong move.

There are countless reports of accidents where a worker was injured or even killed because a machine guard was missing or misused.

It's easy to forget about the importance of machine guards, especially if you have managed so far to work without an accident. You might feel that the guard gets in your way or slows you down, or that it takes too long to replace the guard after adjusting or servicing the machine.

But the fact is that a machine guard is there to protect you. Use it the way it was intended.

These are some of the types of guards which protect you against mechanical hazards.

- Barrier guards work by enclosing the dangerous area and keeping you out. They prevent you from reaching into any of the moving parts. As well, they may protect you from flying debris and from broken parts such as chains or belts.

- Another kind of guard holds you back or actually pulls you back from the point of operation at the crucial time.

- Two-handed controls require you to keep both hands engaged at the controls while the machine is operating. This keeps your hands away from the danger area.

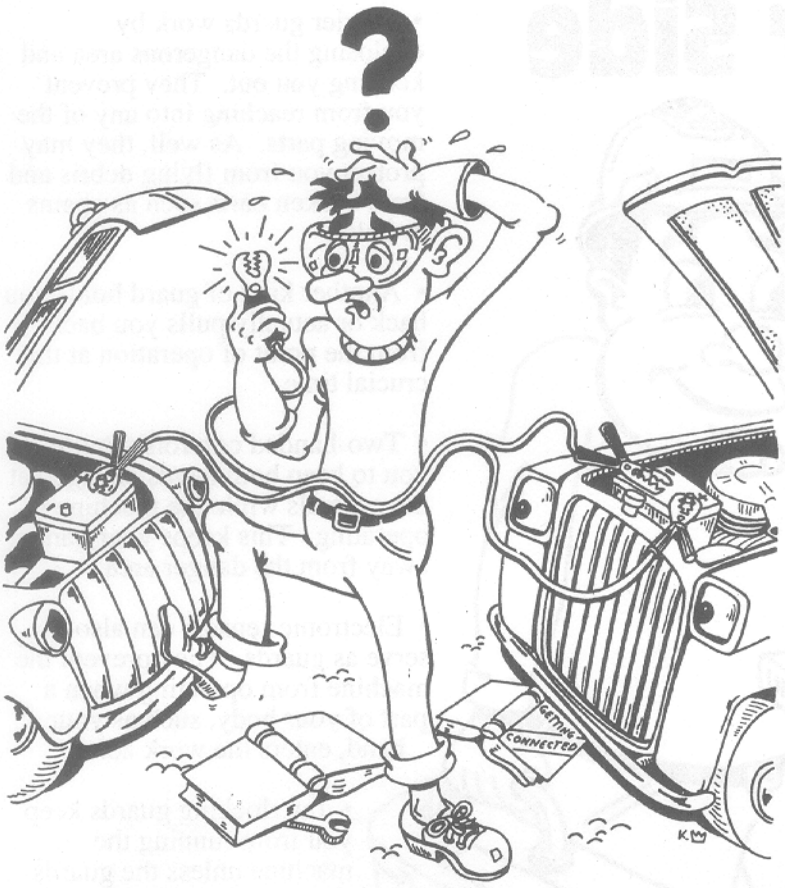
- Electronic sensors can also serve as guards. They prevent the machine from operating when a part of your body, such as your hand, enters the work zone.

- Interlocking guards keep you from running the machine unless the guards are in place and they keep you from opening the guard while the machine is in use.

These are just some of the kinds of guards which can protect you from moving machinery. Before you go to work on a job, make sure that the guards are in place, they are adjusted correctly and are working correctly. If you suspect any problem, report it immediately.

Don't forget about using guards off-the-job as well. Equipment ranging from wood-working tools to lawnmowers have guards to protect you. Make sure to use them the way they are intended — so they can protect you when you make that one wrong move.

Battery Boosting Can Have Explosive Results!



Battery-boosting is a common procedure which most people take for granted, but it is important to be aware of the hazards. There is a risk of serious injuries, especially to the eyes, from incorrectly boosting a battery. Boosting a vehicle battery can set off an explosion.

A vehicle battery generates hydrogen and oxygen while being recharged. This is an explosive combination, and it can be set off by a spark. The spark could come from a cigarette, static electricity or even the booster cable connection.

Follow these guidelines for safer battery boosting:

Wear safety goggles to protect you from battery acid and fragments of the battery in case of an explosion. Store the goggles with the jumper cables so they will be readily available when you need them.

• Before boosting, make sure the battery is actually dead. It is possible that the terminals and clamps may be corroded and just need cleaning. Also check that the battery is not frozen. Attempting to boost a frozen battery can cause an explosion.

• If necessary, fill the battery to the required fluid level. In the case of a sealed type of battery, you may not be able to fill it and will have to replace the battery.

• Ensure that both vehicles have electrical systems of the same voltage, and make sure both have a negative ground.

• Put the two vehicles close to one another, but not touching. Both vehicles should be in "park" or "neutral". Set the emergency brakes.

• Turn both engines off; turn off any electrical devices such as interior lights, radio, etc.

• Wear your eye protection as you approach the battery, and never lean over the battery because of the risk of explosion which could injure your eyes.

• Open the battery vent caps to allow any build-up of gas to escape. Cover the holes with a damp cloth, or replace the caps.

• Attach the red clamps to the positive (+) posts of each battery. (Be careful not to attach them to the wrong posts because this is an explosion hazard.)

• Connect one of the black clamps to the negative (-) terminal on the good battery.

• Then attach the other black clamp to a good ground on the disabled vehicle. This would be a clean, unpainted spot on the frame, engine or body of the disabled vehicle. It should be as far away as possible from the battery. The reason for this is to prevent sparks from occurring near the explosive gases.

• When you are attaching the clamps, make sure they do not touch any other metal — to prevent sparks.

• Next, start the vehicle which has the good battery.

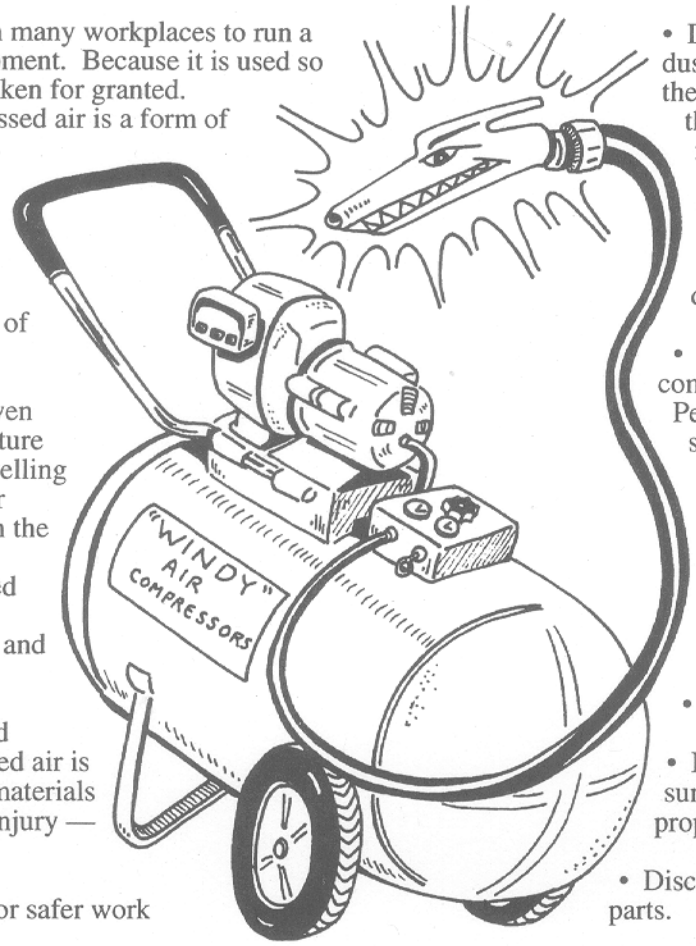
• After that, start the vehicle which is disabled.

• Finally, remove the cables in the reverse order from which you attached them. First detach the "-" cable from the car's frame. Take the "-" cable off of the good car's negative battery terminal. Next remove "+" cable from the disabled car's battery. Finally, remove the "+" cable from the good car's battery.

Remember, a battery gives off explosive gases while it is being boosted. Use safe procedures and wear eye protection.

Compressed Air Can Be A Deadly Form Of Energy

Compressed air is used in many workplaces to run a variety of tools and equipment. Because it is used so widely, it is sometimes taken for granted. Never forget that compressed air is a form of energy, and as such it has the potential to cause serious injury.



There are two major causes of compressed air injuries. One is the force of the air itself. When compressed air enters an opening in the body — even through a scratch or puncture wound — it can cause swelling and intense pain. If an air bubble travels to the brain the result can be death. Compressed air discharged close to a person can also cause a ruptured eardrum and other serious injuries.

The second serious hazard associated with compressed air is that of flying debris and materials which can cause serious injury — especially to the eyes.

Follow these guidelines for safer work around compressed air:

- Always wear safety eye wear with side shields. Eye injuries from shavings, dust, filings, chips and other materials are all-too-common.

- Wear other forms of Personal Protective Equipment (PPE) as required, such as hearing protection and respiratory protection.

- Do not wear loose clothing, jewelry or unrestrained long hair which could become entangled in moving equipment powered by compressed air. Gloves should not be worn when they pose a danger of entanglement.

- Never aim compressed air at yourself or another person. Make sure that any bystanders are away from the air flow.

- Do not used compressed air to dust off your clothing because of the possibility of the air entering the body through a small break in the skin.

- Never engage in horseplay with compressed air. This has caused serious injuries and death.

- Observe warning signs about compressed air lines and locations. Permanent compressed air lines should be appropriately labeled and colored.

- Make sure portable compressed air lines do not cross traffic areas. They may cause a tripping hazard or become damaged.

- Never lift air tools by the cord.

- Before using an air tool, make sure it is in good repair and properly attached.

- Disconnect the tool when changing parts.

- Do not substitute any other gas such as oxygen for compressed air because of the fire and explosion hazard.

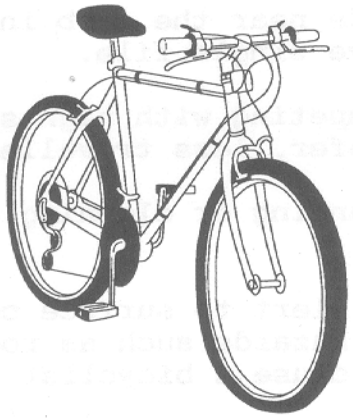
- Never use industrial compressed air for supplied-air respirators because the compressed air could be contaminated with fuel exhaust or other gases or vapors.

- Make sure any compressed air equipment is maintained on a regular basis. If you find something wrong, report it to your supervisor. Compressed air equipment must be repaired by qualified personnel only.

Compressed air can be an easy and efficient way to power certain tools and equipment. But be sure to handle it with care to avoid eye injuries and other types of accidents.

BICYCLE SAFETY

Flex time has extended the rush hour traffic at APG to correlate with the after school and before supper bicycling kid crowd. At times, the boulevards, as well as side streets, are shared by motor vehicles and bicycles. Both motorists and bicyclists need to be especially alert during this time of activity. As dusk approaches, another element of hazard is added as diminished daylight makes it more difficult to see bicyclists. Children should be taught to bring their bikes home as soon as the sun starts to set.



When a child receives his or her first bicycle, a lifelong pattern of vehicle operation is begun. A bike is more than a toy. It is a vehicle that is a speedy means of transportation, subject to the same laws as motor vehicles. Therefore, children need to be taught the rules of safe bicycling.

Parents can help protect their children by teaching them to bicycle responsibly. Limits should be set on where children may ride depending on the age and maturity of the child. Under the age of seven, children should ride only with adult supervision and off the street. The decision to allow older children to ride in the street will depend on traffic patterns, individual maturity and an adequate knowledge and ability to follow the rules of the road.

Further, children should never ride at dusk or in the dark. This is extremely risky, even for adults. Maryland SAFE KIDS Coalition reports that on the average five Maryland children under age 16 die every year when they are struck by a motor vehicle while riding a bicycle. Most die from head injuries, still many others are hospitalized after being injured in bicycle crashes with vehicles or in falls from bikes.

Additionally, many children may be hoping for a shiny new bike this Holiday season. A bicycle does not come without wheels, nor should it come without a helmet. What they also need to receive to make this a safe and complete gift is a bicycle helmet, but never one that has been involved in a crash. Helmets reduce the risk of serious head injury by 85% and brain injuries by 88%. Yet helmet use is estimated at less than 5% in Maryland. Choose a helmet that has been approved by the American National Standards Institute (ANSI) or the Snell Memorial Foundation. Look for a sticker labeled "Meets ANSI Z90.4 Standard" or "Snell Approved." Be aware that not all helmets meet these safety standards.

In the end, a handful of safety habits, a bike in good condition, a helmet, and an alert motorist will all help to make the rush hour roadways at APG safe for everyone.

SUSIE ASHBY
Installation Safety Division

BICYCLE SAFETY

A. Tips for Safe Bike Use.

1. Ride near the curb in the same direction as traffic. Always drive single file.

2. Competing with high speed, heavy traffic is dangerous. Look for safer, less travelled routes.

3. Stunting or clowning on bicycles can result in serious injury.

4. Be alert to surface conditions and traffic all around you. Road hazards such as rocks, potholes, glass, and other debris can cause a bicyclist to lose control.

5. Riding in wet weather is hazardous. Visibility is a problem - for cars and bicycles. Wet tires tend to skid, and wet handbrakes may not be effective.

6. Bicyclists must make themselves and their bikes highly visible. Wear brightly colored clothing. A reflective vest or tape sewn on clothing makes you far more visible at night.

7. Never ride at dusk or night unless your bicycle has a white headlight and a red tail light or reflector in the back. The larger the reflector the more visible you are.

8. Know traffic laws and signals. Most laws and regulations that govern auto traffic apply to bicyclists.

B. Preventive Maintenance.

1. Tighten wheel nuts or quick-release levers.

2. Check brakes and quick releases.

3. Keep spokes tight; replace broken ones promptly.

4. Keep tires properly inflated as recommended by the manufacturer. Under inflated tires give poor protection. Overinflated tires do not grip the road or street effectively when you apply the brakes.

5. Check chain for damaged links and snug fit; keep it clean and lubricated.

6. Keep handlebars and seat secured. If either moves, tighten the nuts.

SAFE CYCLING

Tips For Bicycle Safety

As more and more adults and children take to their bicycles for both recreation and transportation, the need for bicycle safety has never been more important. While many communities have their own regulations regarding approved bike routes, safety equipment and accessories, the following are some general rules of thumb for safe cycling anywhere.

Fitting Your Bike

Choose a bike that "fits" you. When you straddle the horizontal bar, there should be about 1" between the bar and your crotch. The seat should be high enough so that when the pedal is at its lowest point, your knee is just slightly bent. Handlebars should be level with your saddle and shoulder-distance apart.

Wear the Right Clothes

Wear firm-soled, non-slip shoes to prevent feet from slipping off pedals. Wear snug-fitting clothes to decrease "drag" and limit possibility of clothes becoming entangled in wheels or gears. Wear wool clothing for distance cycling or when cycling in cold weather to prevent loss of body heat (hypothermia).

Use Safety Equipment

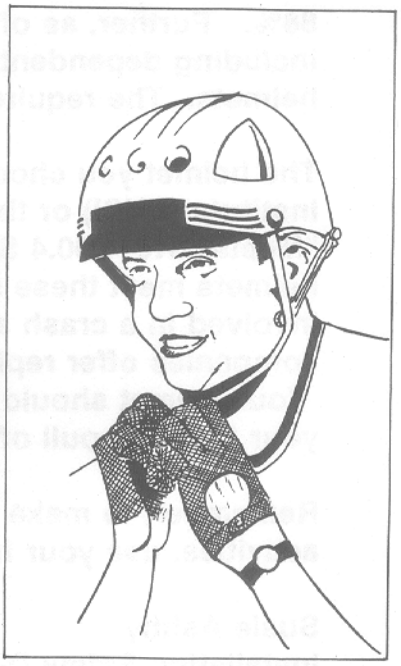
A bicycle helmet is a critical piece of safety equipment, and should *always* be worn regardless of how far you may be traveling. Wheel reflectors, headlamps, and reflective clothing should always be used for night-cycling. Safety "flags" that attach to the rear of your cycle can help approaching motorists see you more clearly.

Obey Traffic Laws

Always ride single file and stay to the right, going in the direction of traffic. Obey stop lights and all traffic signs. Be aware of cars even if they are parked. (A suddenly-opened car door can block your path and send you flying!) Avoid cycling in heavy traffic. If you must cycle in traffic, use approved bike lanes and yield to cars whenever necessary. Do not weave in and out of traffic lanes. Look out for pedestrians and always signal before turning, even if no one appears to be in sight. Watch out for gravel or uneven surfaces which can interfere with your traction.

Life "Cycle"

Cycling can be a wonderful form of exercise, transportation, and enjoyment. But it can also be life-endangering if you fail to cycle safely. Use these tips to help you make the time you spend cycling, the time of your life.



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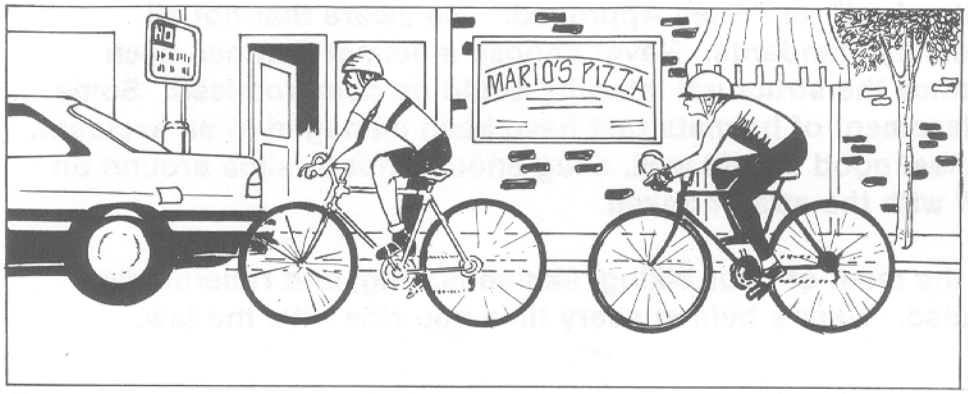


Always ride single file and stay to the right, going in the direction of traffic.

RECREATIONAL SAFETY HELMETS

When arms and legs break, it is a painful experience. But, arms and legs can be mended. Even in the worst case scenario, arms and legs, fingers and toes can be removed, and the body is still able to function. Brains don't heal like cuts or broken bones, though. Heads cannot be removed, even though, at times, we wonder where our heads are. We need to keep them in good working condition and protect them when they are exposed to potential trauma.

Sports such as bike riding, rollerblading, baseball, and skateboarding are examples of exposing our heads to trauma. A bicycle, a pair of rollerblades, or a skateboard does not come without wheels, nor should they come without a helmet. When choosing to participate in any one of these sports, choose the proper sports equipment to protect your body. Knee and elbow pads should be used when rollerblading and skateboarding. Most importantly, a good fitting helmet is a must for all three.

Helmets reduce the risk of serious head injury by 85% and brain injuries by 88%. Further, as of June 28, 1995, it is a DOD requirement for all personnel, including dependents, who ride bicycles on DOD installations, to wear approved helmets. The requirement has also been passed into Maryland law this year.

The helmet you choose must be approved by the American National Standards Institute (ANSI) or the Snell Memorial Foundation. Look for a sticker labeled "Meets ANSI Z90.4 Standard" or "Snell Approved." Be aware that not all helmets meet these safety standards. Never choose a helmet that has been involved in a crash since the structural integrity could be compromised. Some companies offer replacement of helmets that have been damaged in an accident. Your helmet should feel good and fit well, snug enough not to slide around on your head, or pull off with the strap hooked.

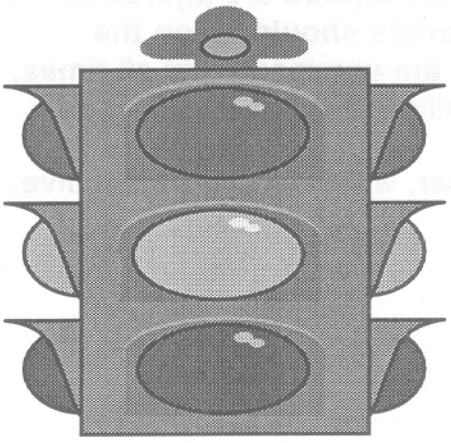
Remember, to make the most of your biking, skateboarding, and rollerblading activities, use your head. Wear a helmet every time you ride - it's the law.

Susie Ashby
Installation Safety Division

PEDESTRIAN SAFETY

Summer and fall are filled with outdoor festivities. Some are small and intimate gatherings of family and friends, while others are on a larger scale with congested crowds of spectators and participants. Whether you are participating in a family barbecue or a large crowd event, such as a carnival or concert, personal safety is potentially at risk.

If you think about the possible risks involved in participating in these types of activities, you can prepare yourself, and your family, for encountering the unexpected in a safe manner.



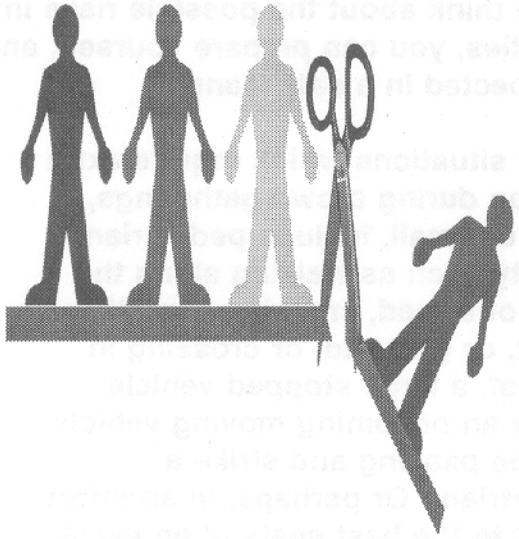
Risky situations which require extra caution during crowd gatherings, large or small, include pedestrian activity such as walking along the edge of a road, crossing a multilane street, or going to, or crossing in front of, a large stopped vehicle where an oncoming moving vehicle may be passing and strike a pedestrian. Or perhaps, in an effort to get to the best seats of an event, safety is compromised when a pedestrian darts out from between parked cars, dashes across an intersection, or crosses in front of a turning vehicle.

According to National Safety Council statistics, every 90 minutes someone dies in a pedestrian crash. That totals approximately 6,000 a year. Additionally, about 100,000 walkers are injured each year. Not surprising is the fact that drunk pedestrians top the list. Almost half of all pedestrian fatalities die drunk, much drunker than drunk drivers who die in car crashes. The drunker the pedestrian, the more erratic the behavior that kills them. A pedestrian with a blood alcohol content of 0.20 (twice the legal limit) takes at least five times the risks of a sober walker. So, if alcohol is served and you partake, drink responsibly and be on guard for the unexpected.

Parents need to keep small children close at hand in large crowds and traffic. Children, ages 5-19, are the most often injured pedestrians. They account for 37 percent of all pedestrian injuries. Pedestrians over 65 account for 23 percent of pedestrian deaths. Interestingly, these two groups make up only 13 percent of the population.

Another danger is present when a pedestrian uses headphones. An "inner world" is created by headphones. Wearers can't hear loud warning signals like sirens, train whistles or car horns. Beyond the hazards mentioned, it is against APGR 385-4, The APG Safety Program, for pedestrians to wear headphones. If a motorist can't see a pedestrian, and the pedestrian can't hear the motorist, disaster surely is at hand.

Finally, pedestrians should take extra care at night, when drivers can't always see them. Most pedestrian deaths occur at night. Six out of 10 walkers fatally injured are injured at night. Motorists should be on the lookout for the unexpected at all times, but especially at night.



So remember, walk alert and stay alive.

....PEDESTRIAN CROSSING

There are approximately 10,000 individuals who met -- and lost -- in the uneven match of man versus machine every year.

How do you avoid that child who darts in front of your vehicle chasing a ball or trying to save a puppy. Or how about the jaywalkers, the day-dreamers and the invisible bike-riders -- how do you avoid these possible victims of a horrible man-machine contest?

Although pedestrian safety should be a two-way responsibility between driver and pedestrian, the driver is usually responsible for any consequences. Therefore, we as drivers must look at pedestrians as caution signs.

Reducing Pedestrian Accidents

There are some definite precautions that must be taken to reduce the pedestrian accidents. Many of these are required by law.

For example, at an intersection with no traffic controls, we are required by law to yield the right-of-way to any pedestrian in a crosswalk, when the pedestrian is on the side of the roadway in which we are traveling. Legislation further states that a crosswalk does not have to be painted or marked to be a crosswalk. The crosswalk is defined as the continuation of the sidewalk across the roadway to the sidewalk on the other side.

The law also states that a driver must be extremely careful to avoid striking a pedestrian on the street regardless of the right-of-way. Remember, we as drivers must avoid striking pedestrians. We must slow down in residential areas, school zones, shopping areas, and parking lots. We must constantly be on the alert for these human caution signs.

Extra Caution Required

While traveling, let's look out for situations that require extra caution. In heavily congested areas, we must reduce our speed to give us that added second needed to avoid striking a pedestrian as they dart from behind another vehicle.

And in shopping areas, there's the person who parks on the street and opens his or her door into traffic. That open door is a warning light; many times it means that someone is ready to step out in front of you. Slow down and be alert for this warning sign.

Instructive Experiences

On the other side of the fence, we professional drivers can give excellent instructions to our families and friends. Think about those situations when you just miss a pedestrian accident, and then turn it into a lesson, instructing others not to put themselves in this particular situation. And remember to practice what you preach - we should be model pedestrians.

5 MINUTE SUMMER SAFETY TALK
JOGGING SAFETY

A. **Choose the Right Equipment.**

1. Select shoes that fit comfortably, with extra room for toes to allow for foot expansion when running.

2. Clothes should be roomy enough to let you move freely and should "breathe" (let moisture evaporate).

a. Dress as lightly as possible in porous, light fabrics.

b. Choose light-colored clothing.

3. Persons jogging on post during the hours of darkness (30 minutes after sunset to 30 minutes before sunrise) when on roadways should display a minimum of 20 square inches of retro-reflective material.

B. **Rules of the Road.**

1. When jogging with others on the roadway, run in single file.

2. Utilize sidewalks where available and practical.

3. Always jog facing traffic.

4. Use extreme caution when crossing streets and at intersections.

5. Use of headphones is prohibited while jogging on post streets.

C. **When it's Hot and Humid.**

1. Get used to heat slowly by building up (over 5-7 days) to distances you may have jogged earlier. Run slowly; dress lightly. Jog during morning or evening hours when it's coolest.

2. Drink plenty of water before and during jogging.

3. Watch for danger signs such as dizziness, nausea, throbbing, etc. They may indicate heat exhaustion or heat stroke, which are extremely dangerous. Stop running and get prompt medical attention.

Littering – Is Still A Serious Environmental Problem!

There was a time when the fight against littering was the extent of most people's environmental commitment. Now you don't hear much about it. But littering is still a serious problem and still causes environmental damage, especially littering with non-biodegradable materials such as plastics.

What's the problem?

• Most littering happens entirely by accident, as paper is dropped or blows away.

• Some littering occurs because of untidy vehicles. When there are papers and receipts scattered around your car, some of them disappear into the wind every time you open the door.

• Insecure trash cans and recycling bins also cause littering outdoors. The wind blows the materials away, or animals pull out the contents. Paper trash is unsightly, but at least it will rot into the soil. Glass and metal will also disappear over the years.

• But plastic is forever. Even the degradable plastics only break down into tiny pieces when exposed to sunlight. So make it your first priority to remove plastic from the landscape. Plastics foul waterways and cause damage to manmade structures such as water treatment plants. They also harm wildlife. For example, animals can choke to death when they are caught in soft drink can rings. Animals and fish also die from eating plastics.

What can you do?

• Cleaning up litter is one area where each person really can make a noticeable difference.

• Keep the materials securely in your garbage cans and recycling containers.

• Hang onto papers when you are outdoors.

• Clean up your car. If you have to keep papers such as receipts, anchor them with a clip. Even a clothespin will do.

• Besides keeping your own property free of litter, adopt another area to clean up. If you walk or run regularly, clean up your route as you go. Keep a couple of reusable plastic bags in your pocket and a light pair of gloves for picking up trash. When you get back home, sort the materials which are recyclable and throw away the rest.

• Teach your children to clean up more than their own home. Teach them to also clean up their route to and from school. It will make them think twice about littering.

• Make sure your child has a secure place to carry school papers and lunch wrappings to and from school, such as a backpack which zips.

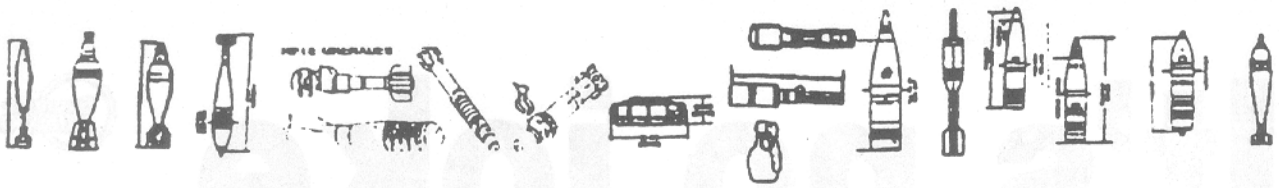
• Have a family clean-up day. Adopt a ditch or an empty lot and clean it up.

• Organize a neighborhood clean-up day. Contact the neighbors and invite them to spend an afternoon roaming the streets and alleys together, picking up trash and recyclables. This is a good project for the first warm spring weekend. Organize refreshments of hot chocolate and cookies or maybe a chili feed. A neighborhood clean-up could be the start of neighborhood action on any number of environmental problems.

• When traveling, or having fun outdoors, remember to put trash in the trash can. And don't take a vacation from recycling; bring your recyclables home with you if necessary.

• When hiking or camping in wilderness areas, carry all of your trash out with you.

Littering is still a serious environmental problem. And it's easy to do something about it.

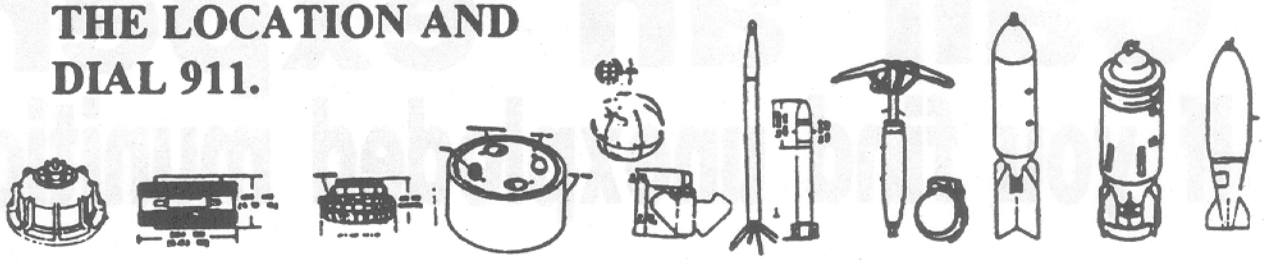


Explosive Safety

Unexploded Ordnance (UXO) Awareness

- UXO recovered during routine excavation present a difficult problem because:
  - Little or nothing is known to the history of these muntions.
  - The muntions may be prototypes with unknown configurations.
  - Muntions may have been subjected to condition testing.
  - Since muntions have been exposed to the weather, deterioration is likely.

- **If an UXO item is found, DO NOT HANDLE THE ITEM -- MARK THE LOCATION AND DIAL 911.**



It's no joke...

Summer Safety Offensiv

Call an expert

If you find unexploded munitions

How To Keep Your Landscaping From Soaking Up The Water Supply

North Americans' insistence on green lawns has a high price tag. Much of the water which is wasted in our homes and communities is that which is used to force lawns to grow in dry areas.

Here are some tips for saving water while caring for landscaping:

Lawn and Garden:

• Observe community ordinances which limit lawn sprinkling to certain days. Or try to go one better. If it's your turn every second day, try to get by on every fourth day.

• Set garden sprinklers on a timer. Or set a timer alarm to remind yourself to turn off the sprinkler.

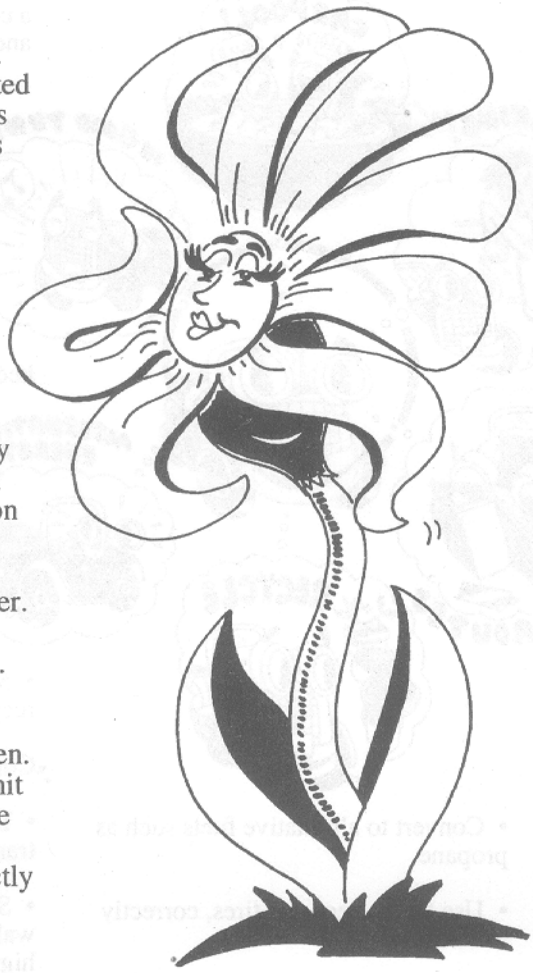
• Give some thought to what actually needs water in the garden. Arrange sprinklers so that they hit just the target areas. Don't waste water by sprinkling it onto the patio. Use soaker hoses to directly water rows of vegetables.

• Make use of mulch in your flower beds and vegetable garden to keep the soil moist longer. Not only will this save water, but it will cut down on weeding.

• Let your grass grow longer; it will take less water to keep it healthy.

• Grass which is still green doesn't need watering. Water only when the grass develops a black tinge along the top. If the grass turns brown, you've waited too long.

• In most climates, grass needs about five millimeters (a fifth of an inch) of water a day during warm weather. Cool weather, spring and fall require less water.



• You can measure the water by placing a can under the sprinkler and measuring the collection of water. And keep track of how long it took to collect enough water, so you will know how long to leave the sprinkler on.

• Many shrubs and trees can get by with a weekly watering.

• Water in the cool part of the day, and don't bother watering on windy days when the water will just be wasted.

• Water thoroughly every few days instead of lightly every day.

• Plant natural landscaping which requires less water. If you live in a dry region, try to find an alternative to the usual lawn which accounts for so much water waste.

Also Outdoors:

• Patch leaking hoses and fix leaking sprinklers.

• Keep swimming pool liners in good repair to avoid leakage.

• Do you really have to wash your car? If you must, keep the hose turned off unless you are really using it. Wet down just one panel at a time. Turn off the water. Soap the area and wash it using a bucket, and give it a final rinse with the hose.

• Don't use the garden hose as a broom. Sweep the carport and driveway instead of flushing away dirt with water. The same goes for the exterior of your house. Use a broom to remove dirt and spider webs. If there are areas which require actual soap and water clean-up, go at it with a bucket and a scrub brush.

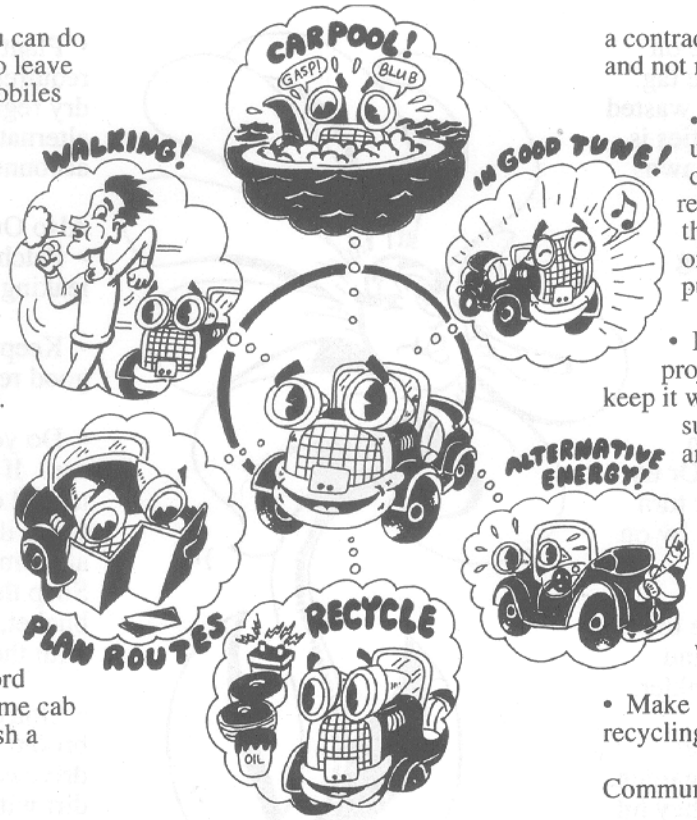
• Backyard skating rinks are a lot of fun, but prepare the area carefully so that it holds water well. Otherwise, you will be pouring water into the ground.

• Set up an old-fashioned rain barrel or cistern outdoors to collect rain and water runoff. Important: Outdoor water reservoirs can be deathtraps for children and pets, so design yours with safety in mind.

Lawns and landscaping soak up a lot of water. Remember to conserve water while gardening and doing other outdoor chores at home.

Automobiles And The Environment

Probably the kindest thing you can do for the environment today is to leave your vehicle at home. Automobiles are major contributors to air pollution and they are rapidly guzzling our non-renewable petroleum resources. Valuable land is continually being sacrificed for more roads and parking lots.



Don't drive:

- Walk. It's good for you, too. So is riding a bicycle.

- Take public transit such as buses, trains and subways. Once you learn the routes and schedules, and buy a pass, it can be pretty convenient.

- You can do without owning a motor vehicle at all, and afford to take cabs occasionally. Some cab companies will let you establish a monthly account.

If you drive:

- Take part in carpools for work, children's activities and your own leisure activities.

- Use your vehicle efficiently. Plan shopping and errands so you can get them all out of the way in one weekly trip. Combine shopping and errands with other trips. Stop for groceries and supplies on the way home from work, for example.

- Slow down to save fuel. You should start and stop gradually.

- Keep weighty junk out of your car, to reduce fuel consumption.

- Drive a fuel-efficient vehicle. Keep your car in good repair and tuned up. Don't disconnect any emission controls — it's not only illegal, but environmentally irresponsible as well.

- Convert to alternative fuels such as propane.

- Use the correct size tires, correctly inflated.

- Try to reduce your use of auto air conditioning, which increases fuel consumption and may use substances which are damaging the atmosphere. Instead, make use of open windows and vents. Use cardboard windshield shades to keep the vehicle interior cooler when parking in the sun.

Recycling:

- Properly dispose of motor oil. Never dump it on the ground or down a sewer or storm drain. Don't put it in the garbage bin to go to the landfill. Don't burn it. If you have the oil changed at a service station, ask the management what will happen to the used oil. Make sure you patronize a station which has the oil collected by a contractor who will have it refined and not merely dumped.

- Some communities include used motor oil among the commodities they accept for recycling. So if you change the oil at home, seal the used oil in a plastic container and put it out for collection.

- If your community recycling project does not save motor oil, keep it with the other toxic wastes such as pesticides which you are saving to take to your community's annual hazardous waste collection.

- Recycle batteries too, or save them for the community's hazardous waste collection.

- Make sure old tires are taken to a recycling facility.

Community Action:

- Encourage development of public transit, both local and inter-city.

- Support development of biking and walking lanes along streets and highways, as well as alternative routes for bikes and foot traffic.

- Encourage research and development of alternative energy transport. Vehicles are slowly being developed to run with electricity, solar power and other energy sources.

- Encourage recycling of motor oil, batteries, tires, and automobile metal in your community.

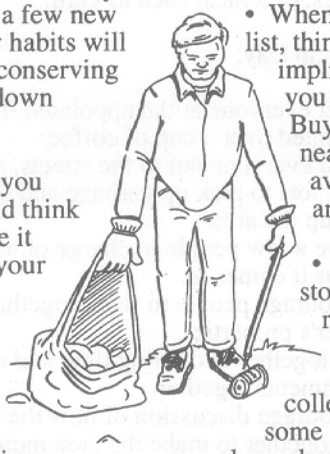
Automobile fuel consumption and emissions are major contributors to environmental problems. Consider how you can meet your transportation needs while helping protect the environment.

Set Up A Routine To Be Environmentally Friendly

Routine is the key to making your household more environmentally friendly. Establishing a few new systems and some new habits will go a long way toward conserving resources and cutting down pollution.

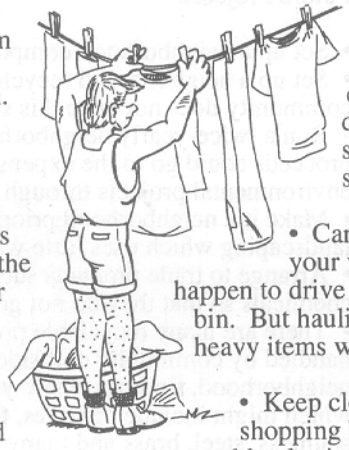
If recycling is causing you inconvenience, stop and think of how you could make it run more smoothly in your household.

• For instance, if you are making special (gas-guzzling) trips to the recycling center, see how you can combine these trips with other errands.



• If your home is cluttered by recyclables, collect them and deliver them to the recycling depot more often.

• Set up home collection boxes in convenient areas, where you are likely to be using the material. Perhaps the glass box should be in the kitchen, and the newspaper box near your favorite reading chair.

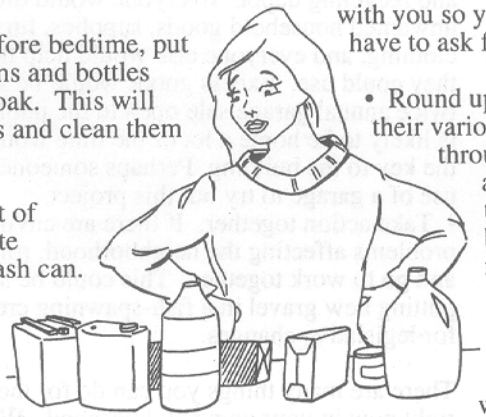


• Keep a bucket near the kitchen sink to collect food which you will put on the compost pile.

Daily chores:

• Every night before bedtime, put the recyclable cans and bottles into the sink to soak. This will remove the labels and clean them by morning.

• Get in the habit of avoiding the waste basket and the trash can. Think how you could reuse or recycle the material before you throw it away.



Weekly:

• When making up your shopping list, think of the environmental implications of the things you are going to buy. Buy fresh foods grown near your area, and avoid packaging and processing.

• Include recycling stops in your weekly round of errands. Your community probably has collection bins for some of these materials: glass, aluminum, rigid plastic containers, soft plastic bags, newspaper, high grade paper, soft-drink containers and cardboard. Many communities have drop boxes at supermarkets and shopping centers.

• Carry light recyclables in your vehicle in case you happen to drive past a collection bin. But hauling around large, heavy items will waste gasoline.

• Keep cloth shopping bags or reusable plastic bags in your vehicle. Remember to carry them into the store with you so you won't have to ask for new bags.

• Round up recyclables from their various collection points throughout the house and yard, and put them in the blue box for curbside recycling pickup.

• When you haul your trash can out to the curb each week, be aware of how full it is. Your goal should be to put out as little trash for the landfill as possible.

• Learn how to use old-fashioned cleaning mixtures, rather than buying harmful chemical products.

Occasionally:

• Make stops at the goodwill store with your donations of unwanted clothing and housewares.

• Supermarkets will accept a limited number of soft-drink containers, so take them in before you accumulate too many.

Seasonally:

• During spring and fall gardening seasons, upgrade your landscaping so that it requires less water and fewer chemical pesticides and fertilizers. Native plants and those suited to your climate should be considered.

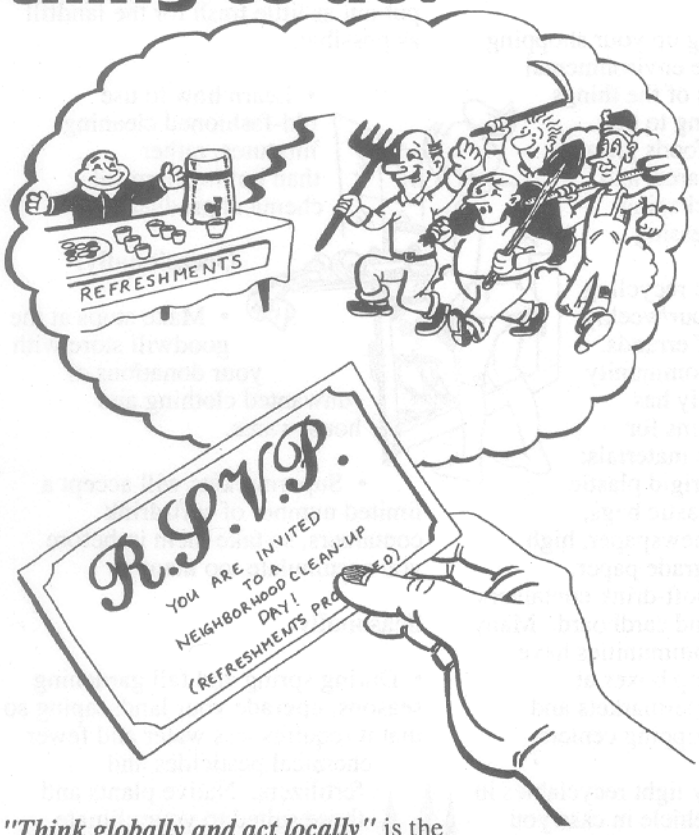
• Take the time to design your sprinkling system for the year so that you get the maximum use from the water.

• Check plumbing for leaks, indoors and out.

• Use compost from accumulated garden cuttings and vegetable peelings to enrich flower and vegetable beds.

These are just a few tips for setting up some household environmental care routines. Take a look around your home to see how you can use them.

Taking care... it's the neighborly thing to do!



"Think globally and act locally" is the advice for how to protect the environment. That means being aware of the worldwide problems, and doing something about them right here and now. Your own neighborhood is a good place to start saving the planet. Why not organize a neighborhood cleanup day as a way to meet your neighbors and start some local environmental action with them?

Ahead of Time:

- Pick an early spring day when the weather is warm but people haven't become heavily involved in other outdoor activities yet.
- Contact the neighbors and invite them.
- Get a few to help you with preparations.
- Locate a garage which you can use to sort garbage and recyclables.
- Round up boxes in which to sort recyclables such as soft-drink cans, glass jars, fine paper and newsprint, plastic, aluminum, tin, plastic, resale items and other materials.
- Also make sure there is a place to put compostable materials.
- Have a trash bin available for things which cannot be recycled.
- Arrange for a pickup truck to be available to haul the materials to the recycling centre.
- Make sure the local recycling centre and landfill will be open for deliveries that day.
- Round up bags for picking up trash, and tools such as rakes.
- Arrange for some refreshments such as coffee and cookies, or a meal such as chili.

Clean-up Day:

- Meet everyone at the appointed time, and enjoy getting acquainted over a cup of coffee.
- Send everyone out to the streets, alleys, ditches and vacant lots to pick up garbage and do whatever they can to clean up the area.
- Leave a few people in charge of accepting and sorting the trash as it comes in.
- Encourage people to work together to help clean up one another's properties.
- Get together at quitting time and enjoy some refreshments together.
- Encourage discussion of how the neighborhood can work together to make the area more environmentally healthy.

Future Projects:

- Set up a neighborhood compost bin.
- Set up a neighborhood recycling depot if your community does not have this service.
- Run a twice-yearly neighborhood garage sale. The proceeds could go to the expenses of running other environmental projects through the year.
- Make it a neighborhood priority to develop a kind of landscaping which uses little water and no pesticides.
- Arrange to trade products such as leftover paint and chemicals so that they do not go to the landfill site.
- There are many recyclable products which are not handled by community curbside recycling programs. As a neighborhood, find out where you can take these materials, which might include batteries, tires, radiators, copper, iron, stainless steel, brass and many others. Consult the Yellow Pages for ideas.
- If you have access to a vacant building in your neighborhood, consider setting up a combination free store and recycling depot. Everyone would drop off their unwanted household goods, supplies, furniture and clothing, and everyone else would help themselves to what they could use. Excess goods would be sold off in the twice annual garage sale open to the public. A family who is likely to be home a lot of the time would be in charge of the key to the building. Perhaps someone could donate the use of a garage to try out this project.
- Take action together. If there are environmental problems affecting the neighborhood, roll up your sleeves and go to work together. This could be any job from putting new gravel in a fish-spawning creek to lobbying for legislative changes.

There are many things you can do for the environment right now in your own neighborhood. Why not get started by organizing a clean-up day?

Protect The Environment And Protect Yourself

One of the benefits of protecting the environment is that it protects people. If something is good for the environment, chances are that it is good for you too.

That is one of the reasons that companies today are taking care to use materials and processes which are less harmful to the environment, and to generate as little waste as possible.

Your company has policies and procedures for environmental protection, and it is part of your job to comply with these. In the 1990s you are not only expected to perform your job productively and safely — you are also expected to protect the environment while doing so.

These procedures will vary greatly depending on the type of workplace. For instance, a manufacturer which uses large quantities of chemicals will have carefully engineered methods for controlling and disposing of these substances safely. Another manufacturer which generates a great deal of scrap material will establish processes where these materials can be used to make something else. An office, on the other hand, may have energy conservation and materials recycling procedures similar to the ones used in our homes — just on a larger scale.

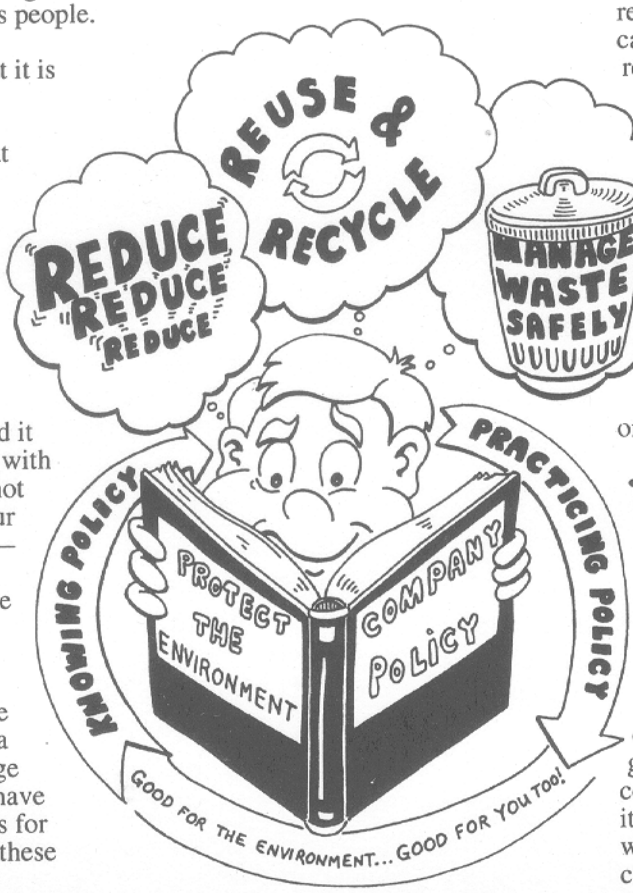
Environmental protection policies include these three ideas:

Reducing the natural resources which you use. These can include both materials and energy.

Reusing and recycling energy and materials.

Managing wastes safely so that they do not harm people or the environment.

You have many opportunities in your work day and your personal life to help protect the environment. Here are a few ideas:



• In the company vehicle or your own, practice fuel efficiency and reduce air emissions. This means making sure the vehicle is in good repair and well-maintained. Drive steadily, at reasonable speeds and avoid quick stops and starts. Encourage carpooling and use of public transportation.

• Help in recycling programs by separating trash and scrap as directed. For example, metal to be recycled will probably be separated into various ferrous and non-ferrous types. Paper may be separated by grade. In the lunchroom, collection bins can be set up for glass, plastic, returnable bottles, compostable waste and other materials.

• Make sure that materials to be recycled are stored safely. Paper and cardboard should be picked up regularly to lessen the fire hazard caused by a large accumulation. Hazardous substances must be correctly stored to prevent fire or toxic exposures.

• Follow to the letter your company's policies for handling and disposing of any dangerous substances. They should never be thrown into the trash or dumped down a drain — even small quantities of batteries or materials such as solvents.

• Be sure to wear any Personal Protective Equipment required for handling material for recycling. This could include gloves, safety eyewear and even respiratory protection.

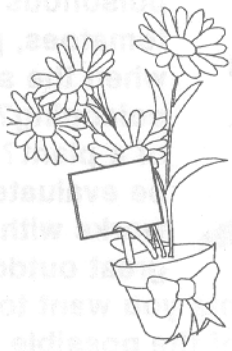
• Incorrect mixing of materials to be recycled can be hazardous. For example, placing broken window glass in a glass bottle bin not only contaminates that load of bottle glass; it can also cause injury to workers who handle the glass. Never mix chemical substances which are being saved for recycling — the result can be as serious as an explosion.

• Watch for opportunities to use environmentally safer substances in place of more hazardous ones. Certain solvents are less harmful than others, for example. Take your suggestions to your supervisor.

• Also be alert to ways to reuse or recycle waste products — or better yet, to eliminate waste in the first place. Watch for ways to make use of recycled products too. Your suggestions might save some natural resources, as well as money.

These are just a few ideas for doing your part to protect the environment at work. Keep informed about environmental issues, learn about your company's environmental policies and abide by them.

GARDENING SAFETY



It seems as though the need for clean air is something everyone can appreciate. It is easily understood that, without clean air, humans can't breath very well. And, of course, not breathing very well has an adverse effect on our health. Contaminated air can cause a multitude of ills ranging from labored breathing, wheezing, or shortness of breath, to cancer and possibly death. This accurately presents a good argument for working toward a clean air environment.

Indoor air quality can be climate controlled mechanically by means of air conditioning and heating. Outdoor air quality can be somewhat enhanced with controlled pollution engineering programs. The most natural filtration system for good, clean breathable air is plant life. We use plants indoors and outdoors to liven up the decor, and, in doing so, create a natural air cleaner.

As beneficial and aesthetically pleasing as plants are, there are some house and garden plants which are toxic to humans and pets. Small children, in particular, are attracted to plants. Many times curiosity leads to accidental poisoning when small children or pets ingest poisonous plants. Plants are the most frequently ingested agents reported to poison centers for children under one year of age and they rank third for all age groups. Fortunately many of these incidents are not major poisonings and require little or no treatment.

Plants need to be strategically located for two primary reasons. The first is to provide adequate lighting for growth. Obviously, without the proper lighting, the plant will die. The second, and most important, is to remove all toxic plants from the reach of small children and pets who may desire to taste test them. Indoor plants known to be toxic should be placed at high levels to discourage children's curiosity. A positive identification of a plant is necessary for safe placement in the home. As well, outside plants need to be identified for toxicity, and children warned not to eat them or, in the case of contact dermatitis, touch them. Parents and caregivers need to be aware of any toxic plants in their homes and neighborhood play areas.

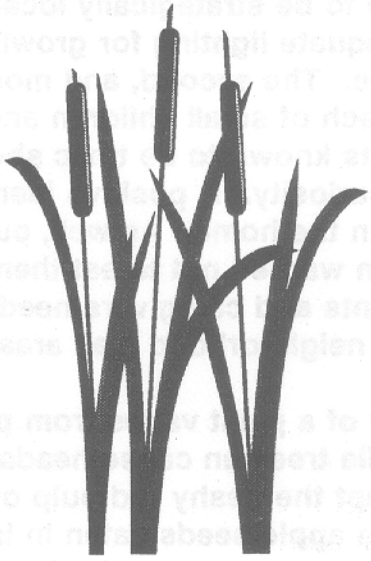
The toxicity of a plant varies from plant to plant. For instance, eating the flower of a Magnolia tree can cause headache and depression while eating any part of a Yew, except the fleshy red pulp of the berry, can cause convulsions with rapid death. Even apple seeds eaten in large quantities of 50 or more can produce cyanide poisoning and may be fatal. On the other hand,

rose pedals can be used to garnish a salad, and rose hips can be used to make a soothing tea. Why are some plants edible after being properly cooked and poisonous when eaten raw? Why are the fleshy parts of tomatoes, potatoes, cherries, apples, apricots, etc., safe to eat when the seeds, pits, "eyes" and green spots can cause poisoning? How much toxin is present in a given plant or part of a plant? There are no easy answers so each situation must be evaluated individually. Therefore, if you are a person who works with plants, spends time enjoying nature walks or the great outdoors, supply yourself with adequate information about the plants you want to bring home to your family's garden or kitchen. Being aware of the possible side effects of an inadvertent ingestion of a toxic part of any plant will make gardening all the more enjoyable.

In the event of a possible poisoning by ingestion of a toxic plant, the Maryland Poison Control telephone number is 1-800-492-2414. This clip and save guide to Poisonous and Toxic plants is provided for a quick reference when selecting plants and deciding where to locate them. While it does not mention every poisonous plant, it lists those plants about which poison centers are most frequently called.

A GUIDE TO POISONOUS PLANTS

Aloe Vera, Amaryllis, Autumn Crocus (Meadow saffron), Anemone, Angel Trumpet Tree, Angel Wings, Apricot kernels, Arrowhead (Nephthytis), Avocado leaves, Azaleas, Baneberry, Barberry, Betel Nut Palm, Bittersweet (American and european), Black Locust, Black Nightshade, Bleedingheart, Boxwood, Bracken Fern, Buckeye, Burning Bush, Buttercup, Caladium, Calla Lily, Cardinal Flower, Castor Bean, Cat Tail, Cherry (seeds, bark, pits, leaves), Cherry-laurel, Chinaberry, Christmas Rose, Chrysanthemum, Cowslip, Crown of Thorns, Daffodil, Daphne, Deadly Nightshade, Delphinium, Dieffenbachia (Dumbcane), Devil's Ivy (Pothos), Dutchman's Breeches, Elderberry, Elephant Ears, English Ivy, Euonymous, Four O'Clocks, Foxgloves, Fruit pits or seeds, Gladiolus, Golden Chain, Holly berries, Horsetail Reed, Hyacinth, Hydrangea, Iris



(Flag), Ivy (Boston, English, and others), Jack-in-the-Pulpit, Jequarity Bean, Jessamine Pea, Jerusalem Cherry, Jimson Weed, Jonquil, Lantana, Larkspur, Laurels, Ligustrum, Lily-of-the-Valley, Lobelia, Magnolia flower, Marijuana, Mayapple, Milkweed, Mistletoe, Monstera Ceriman, Moonseed, Monkshood, Morning Glory, Mother-in-Law Plant, Mushrooms, Toadstools, Narcissus, Oak (acorns), Oleander, Orchid, Peach (seeds and leaves), Ornamental Pepper, Christmas Pepper, Periwinkle, Peyote (Mescal), Philodendron, Poinsettia, Poison Ivy, Poison Hemlock, Poison Sumac, Poison Oak, Pokeweed, Potato (green spots "eyes"), Primrose, Privit, Ranunculus, Rhododendron, Rhubarb, Rosary Pea, Skunk Cabbage, Star of Bethlem, Sweet Pea, Tobacco, Tomato (vines and leaves), Tulip, Violet seeds, Virginia Creeper (American Ivy), Water Hemlock, Wisteria, Yew

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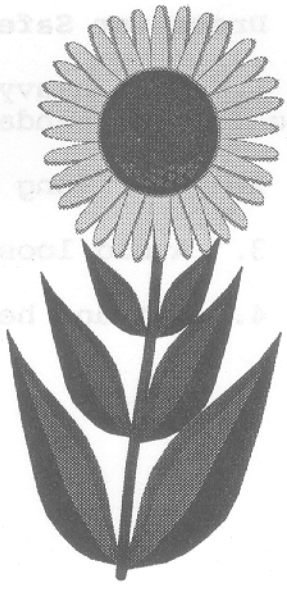
A GUIDE TO NON-POISONOUS PLANTS

Abella, Abyssinian Sword Lily, African Daisy, African Palm, Air Fern, Airplant Plant, Aluminum Plant, Aralia, Araucaria, Areca Palm, Asparagus Fern, Aspidistra, Aster, African Violet, Baby's Breath, Baby's Tears, Bachelor Buttons, Bamboo, Banana Plant, Begonia, Bird's Nest Fern, Blood Leaf, Boston Fern, Bougainvillea, Bridal Veil Plant, Burro Tail, California Holly, California Poppy, Camellia, Chinese Evergreen, Christmas Cactus, Coleus, Copperleaf Plant, Corn Plant, Creeping Jennie, Croton, Dahlia, Daisies, Dandelion, Dogwood, Donkey Tail, Dracena, Easter Lily, Echeveria, Eugenia, Fig, Flowering Quince, Forsythia, Fuchsia, Geranium, Grape Ivy, Hens and Chicks, Hibiscus, Honeysuckle, Hoya, Impatiens, Jade plant, Kalanchoe, Lily, Lipstick Plant, Marigold, Mockorange, Monkey Plant, Mother-in-Law Tongue, Mountain Ash, Norfolk Island Pine, Palm, Panda Plant, Pepperomia, Petunia, Phlox, Pitcher Plant, Prayer Plant, Pregnant Plant, Pyracantha, Rose, Rose hips, Rose of Sharon, Rubber Tree Plant, Sensitivity Plant, Snap Dragon, Snake Plant (Sansevieria), Spider Plant, Spring Crocus, Swedish Ivy, Tulip Tree, Umbrella Tree (Schefflera), Wondering Jew, Wax Plant, Weeping Fig, Weeping Willow, Wild Onion, Wild Strawberry, Yucca, Zebra Plant, Zinnia



Susie Ashby
Installation Safety Division

5 MINUTE SUMMER SAFETY TALK
LAWN MOWER SAFETY

A. **Practical Rules for Lawn Mower Safety.**

1. Before you mow, clear the yard of rocks, sticks, toys or anything else the mower might pick up and fling.

2. After rain or heavy dew, wait for grass to dry before mowing. Wet grass may clog the chute or make you slip.

3. If the chute clogs, shut off the motor, wait for the blade to stop turning, then clear it with a stick. Never clear a chute with your hands.

4. On hills, mow across the face of the slope with a walk-behind mower so your feet won't slip under the blades.

5. With a riding mower, mow up and down the slope so you're less likely to tip over.

6. Never leave a running mower unattended and always clear all people, especially children, and pets from the area being mowed.

7. Fill the tank before starting the job. Never refuel a hat mower.

B. **Dress for Safety.**

1. Wear heavy-duty shoes with nonslip soles (never mow in bare feet or sandals).

2. Wear long slacks to protect legs.

3. Avoid loose clothing that could get caught in machinery.

4. Eye and hearing protection must be worn when mowing.